Online Tax Return System Filing Guide

City of Huntsville, Alabama Finance Department

Pay your Huntsville and Alabama taxes electronically. Free, Accurate, Secure & Timely!!!

The City of Huntsville utilizes the State of Alabama Paperless Filing & Payment System. You can save considerable time and expense by using this system. Calculations are automatic and accurate, and payments are made electronically.

Visit the Alabama website for complete information:

http://www.ador.state.al.us/salestax/efiling.html

This guide illustrates the various instructions you should review at the above website. It is important to read all information and setup your banking information properly for the system to work successfully for you.

Checklist to begin filing returns

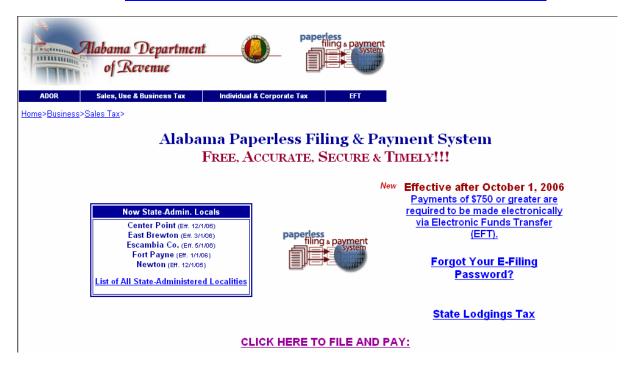
- Read all website information (see below)
- Enter the system (see below)
- > Set up Huntsville (see below)
- > File for proper period
- > Enter correct banking information when submitting return

Please contact the Finance Department if you need assistance.

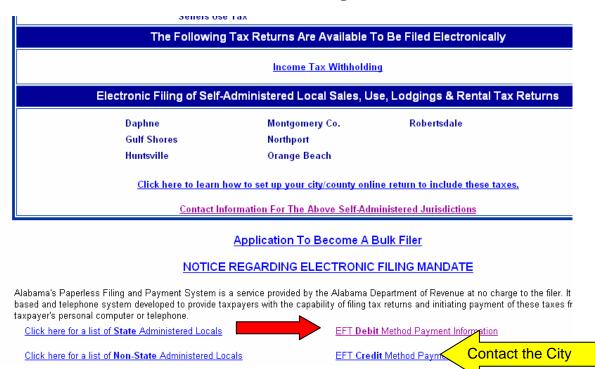
Telephone: 256-427-5068 Email: <u>Tax@hsvcity.com</u> Web: <u>www.hsvcity.com/tax</u>

Main System Website

http://www.ador.state.al.us/salestax/efiling.html



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ACH Debit Payment Instructions (Setting up your banking information)

INSTRUCTIONS FOR ELECTRONIC FUNDS TRANSFER (EFT) ACH DEBIT PAYMENT METHOD

(No pre-registration required)

Enter Banking Information on the Make Payment page:

Checking or Savings: Please select whether your bank account is a checking or savings account.

Routing #: Please enter your bank routing number.

Account #: Please enter your bank account number. Be extremely careful to enter your bank account number correctly. Please verify the number you have entered prior to authorizing payment. Entering an incorrect bank account number can cause the payment to be rejected, causing penalty and interest to be assessed against your company. Note: If you have debit block on your bank account, please provide the following information to your bank so that your bank will allow the tax payment(s) to be processed without rejecting:

1592957887

(Company ID #) for Alabama Department of Revenue Payments

Click here

for Company ID #'s for Self-Administered Jurisdiction Payments

Payment Date:

Payment Date is the date the payment will be sent to your bank. This date will default to the current date if payment is authorized prior to 4:00 p.m. CST, or the next day if payment is authorized after 4:00 p.m. CST. However, the Payment Date is editable if you are filing a current return before the Remit Due Date. In this case, you can choose to warehouse your payment up to the Remit Due Date. If you wish for the payment to NOT be deducted from your bank account until the DUE DATE, you must EDIT THE PAYMENT DATE FIELD and enter that date. You can change this date to any date from the default Payment Date up to the REMIT DUE DATE. Unless you select a later date, the payment will be deducted from your bank account the NEXT BUSINESS DAY and paid directly to the government entity(s) listed under "Pay To The Order Of:"

Explanations of the Following Information:

Due Date:

Due Date is the last date in which the returns and remittances are due before both are considered delinquent. **PLEASE NOTE:** EFT payment must be transmitted by 4:00 p.m. Central Standard Time (CST) one business day before the Due Date, to be considered timely paid. Pursuant to Act No. 2006-552 effective October 1, 2006, to be considered timely paid an EFT payment must be transmitted by 4:00 p.m. CST on or before the Due Date so that the funds are immediately available to the State on the first banking day following the due date of payment.

Remit Due Date:

Remit Due Date is the date in which you must submit the return for the EFT payment to be considered timely paid.

Early Filing and Payment, and Warehousing the Payment:

If you file your return prior to the Due Date, the EFT payment will be deducted from your bank account the next business day from the Payment Date. However, you can choose to warehouse your payment up to the Remit Due Date so that the payment is not deducted from your bank account until the next business date from the Payment Date that you specified. If you wish for the payment to NOT be deducted from your bank account until the DUE DATE, you must EDIT THE PAYMENT DATE FIELD and enter that date. You can change this date to any date from the default Payment Date up to the REMIT DUE DATE. Unless you select a later date, the payment will be deducted from your bank account the NEXT BUSINESS DAY and paid directly to the government entity(s) listed under "Pay To The Order Of:"

Late Filing and Payment:

If your return and payment are not timely filed and paid, you will be billed the appropriate interest and penalty. You cannot edit the Payment Date field for late payments. The payment will be deducted from your bank account the next business day from the Payment Date.

Pay To The Order Of:

Alabama Department of Revenue Payments: All payments for "Alabama Department of Revenue" will be made directly to the State of Alabama's bank account.

Self-Administered Jurisdiction Payments: All payments for self-administered jurisdictions, i.e. "[4 digit locality code] Jurisdiction Account Number xxxxxxxx" will be made directly to the self-administered jurisdictions' bank account and NOT to the State of Alabama's bank account. For a listing of the self-administered jurisdictions whose local sales, use, lodgings and rental taxes can be filed and paid online through the Alabama Paperless Filing and Payment System, click here. Please note that the return information will also be sent directly to the self-administered jurisdiction and NOT to the ADOR. NOTE: You cannot cancel your EFT payment for self-administered jurisdictions through this System.

Amount:

The amount that will be deducted from your bank account. **Note:** Separate payment amounts will be deducted from your bank account for each amount listed in the Amount column. The payment will be made directly to the corresponding governmental entity shown under "Pay To The Order Of:".

ACH Debit Block Number

(provide to your bank if you use ACH Debit Block on your account)

If you have debit block on your bank account, please provide the following Company ID #(s) to your bank so that your bank will allow the processing of tax payments to these self-administered jurisdictions without rejecting:

SELF-ADMINISTERED JURISDICTION COMPANY ID #
City of Daphne 9000361299

 City of Daphne
 9000361299

 City of Gulf Shores
 9000305411

 ▶ City of Huntsville
 9000305408

 Montgomery County
 9000451105

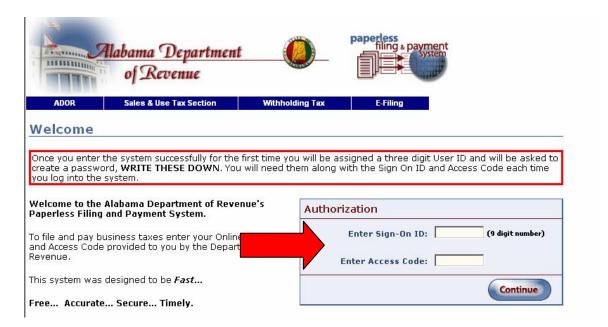
 City of Northport
 9000451108

 City of Orange Beach
 9000651052

 City of Robertsdale
 9000347842

System Access Screen

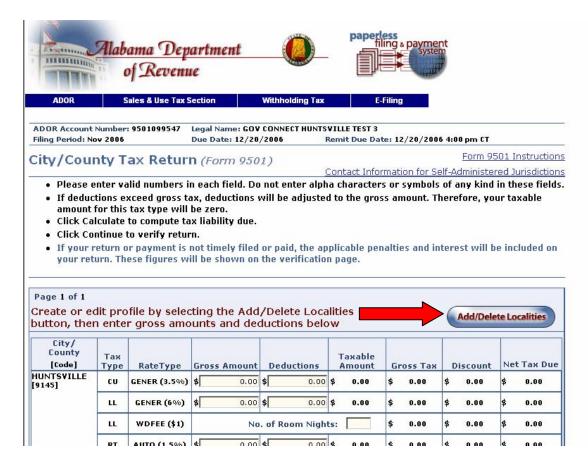
https://aldor.efile.govconnect.com/web/ALO_AAA/welcome.asp



File Local Returns Screen



Setup Huntsville (after login and several screens)



Choose Only the Taxes that apply to you (Consumers Use Tax usually applies to everyone)

